

1. Job details	
Job title	Information Governance Manager
Salary band	Band 1
Accountable to	General Counsel

2. Job summary
<p>The Information Governance Manager provides specialist advice and guidance to St John on knowledge and information management acting as a trusted advisor and business partner across the charity.</p> <p>They are Accountable for leading the Charity's Information Governance, covering the acquisition, processing, storing, deletion and protection of information. This includes the creation and implementation of an information management strategy which ensures that an effective information governance framework is in place, developed and monitored. They set appropriate standards, policies and procedures followed up with internal compliance and audit activities to ensure they are followed. In addition, they will ensure staff awareness of Information Governance activities and are responsible for promoting best practice.</p>

3. Main duties and responsibilities	
1	Lead the Charity's Information Governance work. Ensure that the Charity's Information Governance meets an appropriate benchmark (e.g. NHS Toolkit). Produce the Charity's relevant Policies, Procedures and Guidance in this respect.
2	Develop and drive an organisation-wide Information Governance and compliance awareness programme and developing annual training of employees and volunteers in Information Governance and Information Security, remain up to date and conversant with appropriate Information Governance Law, Procedure and Practice.
3	Lead the strategic direction for Information Security, driving the value and necessity of Information Security. Keep abreast of external cyber security developments by attending seminars and conferences etc. and then propose the actions and liaising with internal stakeholders to implement those actions.
4	Conduct a Charity-wide audit on compliance with the new E-Privacy Directive. Develop a gap analysis and action plan to ensure proper preparation and ongoing compliance after its introduction.
5	Identify and classify high risk and high value data sets and put in place adequate measures to ensure they are protected.
6	Advise the Charity on its compliance with existing Law, Regulations and Guidance relating to Information Governance (e.g. PCI-DSS, NIS Directive, etc.) Develop a gap analysis and action plan to ensure ongoing compliance.
7	Approve Privacy Impact Assessments (PIAs) and Legitimate Interest Assessments (LIAs).
8	Ensure the implementation of a proactive security monitoring process, to include setting up procedures and automated processes to monitor the status of computers and networks aimed at detecting intrusion attempts or unusual patterns of behaviour, and ensure measures are in place to respond quickly to determine the cause and risk and deal effectively with these threats.
9	Work with the Charity's Internal Audit department to ensure appropriate Assurance of the relevant Information Governance controls. Oversee the investigation of any data breaches, and liaise with appropriate third party advisers/regulators in this respect.
11	Provide effective and consistent line management to direct reports, creating a culture that is in line with SJA values and ensures effective service delivery and well motivated and engaged staff. Implement a performance management culture in line with SJA policies, including making sure that 1-1s, Performance & Development Reviews and team meetings take place regularly with recorded outcomes.
12	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

<b>4. Person specification</b>			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.			
<b>Requirements</b>	<b>Essential and desirable criteria</b>		<b>Method supporting assessment</b>
	E	D	
<b>Education and qualifications</b>			
Relevant degree level education or equivalent combination of relevant skills and experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
A recognised Information Governance / security accreditation e.g. CISM, CISSP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
<b>Experience</b>			
Substantive experience in Information Governance management, in a leadership role within a medium to large organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Proven track record of driving Information Governance improvement programmes across organisations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience in developing and executing information security risk management processes over systems, processes and technologies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of using project methodologies to drive Governance activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Skills, knowledge and abilities</b>			
Excellent verbal and written communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Strong knowledge of Information Governance standards, frameworks and compliance (e.g. PCI DSS etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Proven ability to keep up to date with latest Information Governance trends and to adapt expertise accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to understand an organisation's strategic and operational objectives and to develop an appropriate underpinning information governance strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Capable of communicating plans and security designs so that they may be understood by both technical and non-technical stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to build and maintain positive working relationships at all levels in order to improve collaborative working, influence culture and behaviour changes within the charity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Technical background and experience of IT systems and relational data sets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Motivation</b>			
Ability to work on own initiative and highly motivated to achieve both personally and through the team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to travel on occasion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: RS

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